

Village Of Cambridge
Public Meeting
Personnel Committee Meeting
Tuesday, October 26, 2021
5:30 P.M.

Amundson Community Center, Community Room

THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!

1. Call To Order/Roll Call
2. Proof Of Posting
3. Approval of Minutes from Meeting on September 21, October 14, October 20, 2021
4. Public Appearances/Citizen Input
5. Old Business: None
6. New Business: Discussion and Possible Action Regarding:
 - a. The Personnel Committee will convene in Closed Session per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees – Public Works Laborer Positions
 - b. Reconvene into Open Session
 - c. Possible action taken on closed session
7. Any Other Business To Be Brought Before The Committee
8. Adjournment

NOTE:

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.

Lisa Moen, Village Clerk/Treasurer/Administrator

Village Of Cambridge
Public Meeting
Personnel Committee Meeting
Tuesday, September 21, 2021
6:00 P.M.

Amundson Community Center, Community Room

THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!

1. **Call To Order/Roll Call:** Trustee Franklin called the meeting to order at 6:07 p.m. Members present: Trustees Franklin and Kumbier. Others present: Lisa Moen, Administrator; Chrissie Brynwood, Treasurer; Mark McNally, President; Trustee Galler.
2. **Proof Of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Web Site.
3. **Approval of Minutes from Meeting on August 24, 2021:** Trustee Kumbier made a motion to approve the minutes as presented, seconded by Trustee Franklin. Motion carried.
4. **Public Appearances/Citizen Input:** None
Old Business: None
5. **New Business:** Discussion and Possible Action Regarding:
 - a. **The Personnel Committee will convene in Closed Session** per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees – Exit Interview With Public Works Director and Public Works Employee Evaluations: Trustee Kumbier made a motion to convene into closed Session per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees – Exit Interview With Public Works Director and Public Works Employee Evaluations, seconded by Trustee Franklin. Motion carried on a roll call vote.
 - b. **Reconvene into Open Session:** Trustee Franklin made a motion to reconvene into open session, seconded by Trustee Kumbier. Motion carried on a roll call vote.
 - c. **Possible action taken on closed session:** Trustee Franklin made a motion to discuss with the Village Board the exit interview and employee evaluations, seconded by Trustee Kumbier. Motion carried.
 - d. **Step Increases for Employees Completing Certifications:** Trustee Kumbier made a motion to recommend to the Village Board and the Water and Sewer Committee to approve a \$1.00/hour increase for employees as they complete required certifications, seconded by Trustee Franklin. Motion carried.
 - e. **Barbara Goeckner Contract:** This was referred to the Village Board due to time constraints.
 - f. **Covid Protocols:** This was referred to the Village Board due to time constraints.
6. **Any Other Business to Be Brought Before the Committee:** None
7. **Adjournment:** Trustee Franklin made a motion to adjourn, seconded by Trustee Kumbier. Motion carried. Trustee Franklin adjourned the meeting at 7:00 p.m.

Lisa Moen, Village Clerk/Treasurer/Administrator



**Village of Cambridge
PUBLIC WORKS COMMITTEE and
PERSONNEL JOINT MEETING AGENDA
Thursday, October 14, 2021, 5:30 p.m.
Amundson Community Center, Community Room
200 Spring Street**

THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!

MINUTES

- 1. Call to order/Roll Call: Public Works Committee/Personnel Committee:** Meeting was called to order at 5:30 p.m. Members present:
Public Works: Chair Galler, Trustee Wittwer – Excused: Rose
Personnel: Chair Schaefer Weiss, Kumbier – Excused: Franklin
Others present: Lisa Moen, Administrator; President McNally; Chrissie Brynwood, Treasurer; Kris Breunig, Public Works Director
- 2. Proof of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Website.
- 3. Approval of Minutes**
 - a. Approval of Public Works Committee Minutes: June 28, 2021: Wittwer made a motion to approve the minutes as presented, seconded by Galler. Motion carried.
 - b. Approval of Personnel Committee Minutes: September 21, 2021: Motion by Kumbier to approve the minutes as presented, seconded by Schaefer Weiss. Motion carried.
- 4. Public Appearances/Citizen Input:** None
- 5. Unfinished Business:** None
- 6. New Business:** Discussion and Possible Action Regarding:
 - a. 2022 Public Works budget:**
 - Road Repair will be a priority
 - Treasurer Brynwood is condensing/combining some of the accounts so we don't have similar accounts, making coding easier. I.e: all public works supplies in one, equipment and vehicle repairs together.
 - Looking at renting equipment (ie. Lifts) for safety reasons. This would occur a number of times a year. Unless we can find a cost effective one to purchase.
 - Youth Services, med drop – make corrections
 - Brine tank? Possible future purchase. Fort Atkinson has one. Would it be possible to try someone's out?
 - Road salt has historically been a category that has been cut, manipulating when we order, receive loads, early fills, etc. Look at how many loads were ordered and budget accordingly.
 - Fishponds need a well pump replacement for \$4,581.13. Maybe others would go share the cost.
 - Parks – can also look at park impact fees, see what is available

- Director Breunig has done a 5-year plan for roads, based on PASER ratings. Get quotes for these. Will also be applying for LRIP Grants

b. 2021 Personnel budget

- Health Insurance (Dean) is an increase of 4.6%
- Delta Dental/Vision is a 2% increase, after no increases last year
- A 5% increase for staff has been inserted, as well as options for 2,3,4 % provided. Discussions that increases are needed to retain employees and keep pace with the cost of living. Brynwood will receive \$1.00/hour or the % increase, whichever is higher per her hiring. Moen will not receive an increase due to recent raise. Clarification that wages are split by department- guys by actual categories marked on time sheets. Office staff is at set percentages between village and water and sewer. McNally would like to see each employee in full – and how they are broken down between departments.

- 7. Update/Other Items for Future Consideration:** The Committees will meet again next week to look at more finalized numbers.
- 8. Adjournment:** Witwer made a motion to adjourn, seconded by Kumbier. Both meetings were adjourned at 6:55 p.m.

Lisa Moen, Village Clerk/Treasurer/Administrator

Village of Cambridge
PUBLIC WORKS COMMITTEE and
PERSONNEL JOINT MEETING AGENDA
Wednesday, October 20, 2021, 6:30 p.m.
Amundson Community Center, Community Room
200 Spring Street

THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!

Minutes

1. **Call to order/Roll Call: Public Works Committee/Personnel Committee:** Trustee Galler called the meeting to order at 6:32 p.m. Members present: Public Works: Trustees Wittwer and Galler. Excused: Trustee Rose. Personnel: Excused: Trustees Kumbier, Franklin and Schaefer-Weiss. Others present: Lisa Moen, Administrator; Chrissie Brynwood, Treasurer; President Mark McNally; Public Works Director Kris Breunig.
2. **Proof of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Website.
3. **Approval of Minutes**
 - a. Approval of Joint Public Works and Personnel Committee Minutes: October 14, 2021: Trustee Wittwer made a motion to approve the minutes as presented, seconded by Trustee Galler. Motion carried.
4. **Public Appearances/Citizen Input: None**
5. **Unfinished Business:**
 - a. **2022 Public Works budget:** Brynwood provided updated proposed budget numbers, Levy limit worksheet, as well as budget comparisons – which compare 2020 actual numbers, 2021 budgeted numbers and where we are to date. She will be working with our financial advisors to verify the worksheet, and where certain items should be recorded (ARPA funds, capital improvements, etc.)
 - Discussion regarding wages: Social Security is providing a 5.9% COL increase. Brynwood provided estimates for 4% and 5% increases. Wages are broken down by funds – ie. public works, administration, water and sewer. Important to remember that water and sewer wages come from rate payer funds, not the general fund.
 - Interviews will be occurring this week to fill the vacant public works position. Discussion ensued regarding the possibility of hiring 2 employees rather than one. Breunig is budgeted for 50/50 split between PW and WS. Farrar and Schroedl will be heavier on the WS and the two new would be heavier on the PW. They will be coming in at lower wages, with additional staff there will be less overtime. As we are doing more water testing, maintenance with our facilities and equipment, etc. the extra staff person is needed. There was some discussion regarding seasonal and part time help – these are not feasible options at this time.
 - Street outlay (upon consensus from Ehlers) would be in Capital Improvements
 - There should be some funds placed in the PW equipment outlay
 - Arts Council and Food Pantry should be equal
 - b. 2021 Personnel budget
6. **New Business: None**
7. **Update/Other Items for Future Consideration:**
 - a. Public Works Committee to be scheduled
8. **Adjournment:** Trustee Wittwer made a motion to adjourn, seconded by Trustee Galler. Motion carried. Galler adjourned the meeting at 8:45 p.m.